



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 10/24/74	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. #2		Date Received OCT 25 1974	Application No. 74-412
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Bureau of Investigation Investigation and Crime Prevention Division 1001 International Blvd., Suite 800 Atlanta, Georgia 30354		4. Person to Contact Ms. Carol Edwards	Date Completed NOV 25 1974
		5. Working Title Clerk III	6. Tel. No. 656-2296

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series 1972 to Present	9. Exact Series Title Agency-wide Common Standard Radio Log Files
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10. What is the function of the office in which this record series is created?

The GBI provides crime prevention efforts and criminal investigation services to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. To perform these functions, the Bureau provides: General investigation of crimes after the fact; specialized investigation of narcotics, major case, auto theft, commercial loss, organized crime intelligence; technical expertise in electronic, optical, photograph surveillances; statistical data base for reflecting the criminal activity occurring within the State Crime Information Center that will retrieve, store, disseminate information regarding all types of crime as submitted by local law enforcement agencies and training in law enforcement skills for investigative agencies; and polygraph services.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Providing a transcript of radio communications.

Included only is: A radio log book containing Radio Operator's Report Forms (DPS-121) which provide date and time of dispatch, sender and receiver, and summary of message.

File is arranged: Chronologically by date of message.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers					
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
				Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES		

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 1 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Federal Communications Commission Rules & Regulations

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER Monthly, then:

- ☒ [X] Hold in the current files area 1 month(s)/ 1 year(s):
- ☐ [] Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
- ☒ [X] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)		Date	OTHER REQUIRED SIGNATURES	DATE
Jackie Brannon		10/24/74	E.P. Peters	10/24/74
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	State Auditor/Designee	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Secretary of State/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	William M. Dixon	11-22-74
	Attorney General/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Carroll Hart	11-21-74
STATE RECORDS COMMITTEE			Robert H. Hill	11-22-74